Quick Reference Guide:

Fall Career and Technical Education

This guide will help districts identify the 11-12 CTE Concentrators and enter the Post Graduation Status and Date Contacted.

Topics included in this Quick Reference Guide include:

- *Identifying CTE Concentrators*
- *Enter Post Graduation Status and Date Contacted*
- *CTE Q&A*

The Fall Career and Technical Education Data collection is a follow-up to the Spring CTE Collection. Students identified as CTE Concentrators who graduated in the 11-12 year must be contacted between October 1 and December 31, 2012 and have their current Post-Graduation Status identified.

Before beginning this process, there are a few considerations:

1. **Which students do I need to enter data for?**
   - Students are identified as CTE Concentrators in the Spring of their Senior year. Carl Perkins Grant requirements mandate a follow-up between October 1 and December 31 of the following school year.
2. **When am I required to contact students?**
   - Student must be contacted between October 1 and December 31, 2012.
3. **What if I am unable to reach a student?**
   - Certain individuals with knowledge of the student may be able to help identify a student's post-graduation status.
4. **I heard through the grapevine that a student was... Can I use this information?**
   - Information from 3rd party sources may be used if they have first- hand knowledge of the student's whereabouts.
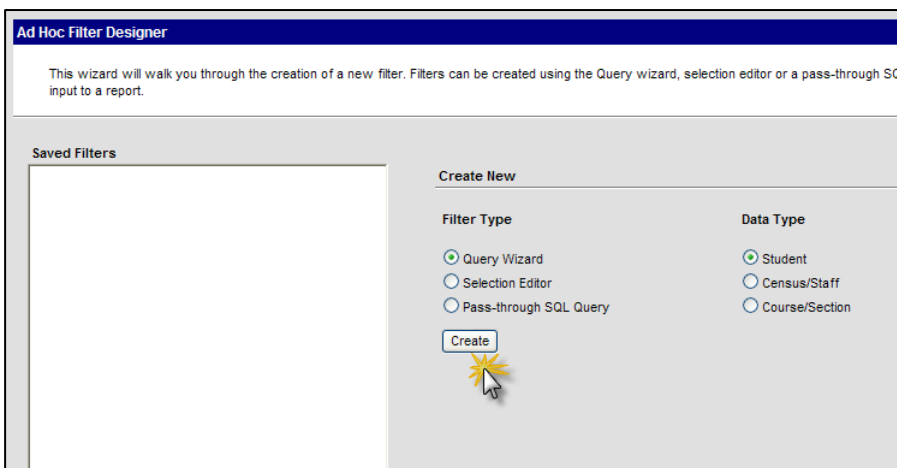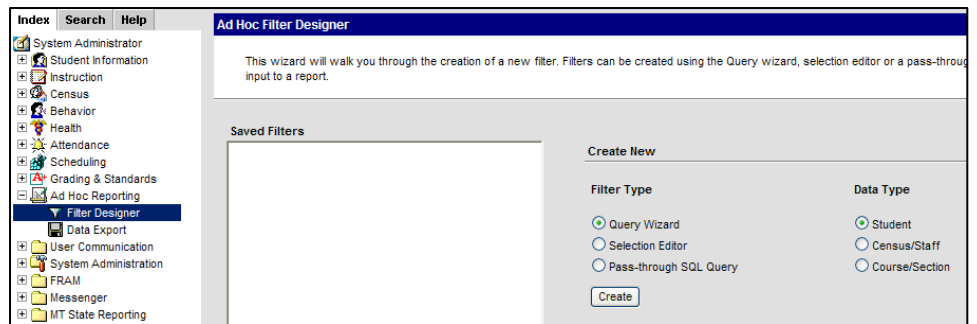
September 2012

DIRECT ENTRY

The easiest way to identify students marked as CTE Concentrators in the 11-12 year is to build an Ad Hoc Filter.

From the **Index**, expand **Ad Hoc Reporting**. Select *Filter Designer*.

NOTE: If a CTE filter has been created in a prior year, skip this step.

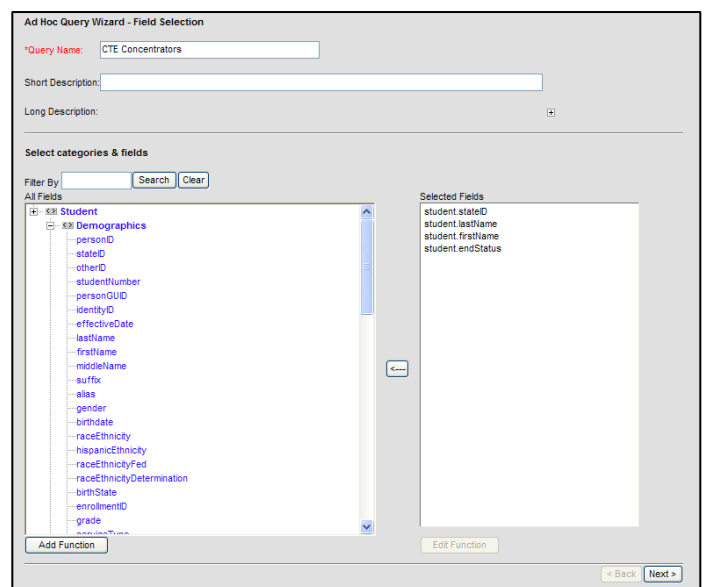From **Create New**, select Filter Type: *Query Wizard* and Data Type: *Student*.

Click **Create**.

Enter *Query Name*.

Expand **Demographics** by clicking on the plus (+) sign.

Select *stateID*, *lastName*, *firstName* and *endStatus*.

Close **Demographics** by clicking on the minus (-) sign.

September 2012

Expand **Learner**, **Active Enrollment** and **State Reporting element** by clicking on the plus (+) signs.

Select *vocationalCode*.

Click *Next*.

Under **Field**, find *student.endStatus*. In **Operator**, select =. In **Value**, type 400.

Under **Field**, find *activeEnrollment.vocationalCode*. In **Operator**, select =. In **Value**, type 1 (one).

Click *Save*.

September 2012

Change the **Year** to 11-12 and **School** to high school.

Click the **Search** tab. *Select Advanced Search*.

From **Saved Filters**, select the *Fall CTE Collection* filter. Click *Search* (the search function directly under the Saved Filters box).

A list of last year's graduated CTE Concentrators will appear under the **Search** tab.

Click the name of the first student. Select the **Enrollments** tab.

Open the 11-12 enrollment record by clicking the **Edit Notepad** icon.

Scroll to the **CTE Concentrator** section. Open the section by clicking the plus (+) sign.

Select the appropriate *Post Graduation Status* and *Date Contacted*.

Click *Save*.

September 2012

FILE UPLOAD

CTE Concentrator information may also be uploaded directly from a district's Student Information System.

Extract the file as a *.tsv or *.txt file.

From the **Index**, expand MT State Reporting and select **MT Data Upload**.

From **Import Type**, select *Career and Technical Education*. From **Work to Perform**, select *Validate and Test*. Browse for the file and click **Upload**.


```
State Data Import

Select an option under "Import Type" to specify which record type you are uploading. If the file you upload contains
more than one type of record, (i.e. SD and EN records) select "Multiple Record Types".

Select an option under "Work To Perform" to indicate how the file should be processed. There are 3 options:
   1. Validate and Test File - Only error checking will be performed on the file. A summary report will be generated
      identifying any errors that were found. No data is imported under this option.
   2. Load Partial File - Data from the file will add to or update the current student record in the AIM system.
      A summary report will be generated indicating the number of records that were inserted or changed. This option
      should be used when updating the information on a partial list of students.

Import Options

Import Type       Career and Technical Education  ▼
Work to Perform   Validate and Test File  ▼
File              C:\Documents and Settings\        \Desktop\CT_0556_08  Browse...  Upload
                                         Or
Result File                                                       ▼  Load
```

```
Results:
     File Name: CT_0556_08102010.tsv
     Processing Started Time: Tue Aug 10 13:33:49 CDT 2010.
     Processing Finished Time: Tue Aug 10 13:33:51 CDT 2010.
     Total Time To Process File: 2 seconds.

     0 Records Inserted.
     0 Records Changed.
     0 Records Deleted.
     0 Records No Changes.

Error Count:0
Warning Count:0

Error Detail:
Line Number  Error Message  Content
No Errors

Warning Detail:
Line Number  Warning Message  Content
No Warnings
```

Check the **Import Results Summary** for errors. Fix any **Errors** and review **Warnings** .

Once the report is free of errors, return to **MT Data Upload**.

Set the **Import Type** to *Career and Technical Education*, the **Work to Perform** to *Load Partial File* and browse for the file.

Click **Upload**.


```
State Data Import

Select an option under "Import Type" to specify which record type you are uploading. If the file you upload co
more than one type of record, (i.e. SD and EN records) select "Multiple Record Types".

Select an option under "Work To Perform" to indicate how the file should be processed. There are 3 options:
   1. Validate and Test File - Only error checking will be performed on the file. A summary report will be
      identifying any errors that were found. No data is imported under this option.
   2. Load Partial File - Data from the file will add to or update the current student record in the AIM
      A summary report will be generated indicating the number of records that were inserted or changed. T
      should be used when updating the information on a partial list of students.

Import Options

Import Type       Career and Technical Education  ▼
Work to Perform   Load Partial File  ▼
File              C:\Documents and Settings\        \Desktop\CT_0556_08  Browse...  Upload
                                         Or
Result File                                                       ▼  Load
```

September 2012

The Career and Technical Education Template is available on the OPI AIM Webpage. Save the template to a file of your choice, then open the template.

Enter the data and follow the instructions to save the file as a *.tsv or *.txt file.

Upload the file using the instructions above.

RE-SYNC DATA

Change the **Year** to 11-12.

From the **Index**, expand **System Administration** and **Data Utilities**. Select *Resync State Data*.

Check the box for **Enrollment** (other boxes will check automatically).

Click *Send Resync*.

CTE Q&A

- **We do a follow-up survey of our graduating seniors in August – can I use that data for our CTE Concentrators?**
    - ➤ No, to meet the requirements of the Carl Perkins grant the students must be contacted between October 1 and December 31 of the following school year.
- **The student is out of state, but I talked to his mom, is that considered a contact?**
    - ➤ Yes, the student's immediate relative is a reliable source of follow-up data for a CTE Concentrator.
- **I have tried to contact the student, but every number we have on file is disconnected and there is no one with information as to their whereabouts. What do I do?**
    - ➤ The student should be marked with an 05: Unknown code entered in the Post Graduation Status field. Every reasonable effort should be made to contact these students as *the lack of information could negatively affect Perkins performance measures* for your school.
- **We live in a small town and even though the family moved, I ran into a family friend who said the student is now in the military. Is this enough information to code that as the student's Post-Graduation status?**
    - ➤ The district needs to make the determination about how reliable the information is. If the information is deemed to be credible it should be entered as the student's Post-Grad Status.
- **ADDITIONAL TECHNICAL ASSISTANCE GUIDANCE to assist those making follow-up phone calls is available on the Secondary CTE web page inside the 'Data Collections' tab located here: http://www.opi.mt.gov/programs/CTAE/CTE.html#gpm1_6**

Appendix M:

Area Of Concentration

CODE	NAME	DEFINITION
01	Agriculture	The majority of the CTE credits were earned in the study of Agriculture.
07	Business	The majority of the CTE credits were earned in the study of Business.
20	Family and Consumer Sciences	The majority of the CTE credits were earned in the study of Family and Consumer Sciences.
17	Health Sciences	The majority of the CTE credits were earned in the study of Health Sciences.
08	Marketing	The majority of the CTE credits were earned in the study of Marketing.
21	Technology Educ/Industrial Arts	The majority of the CTE credits were earned in the study of Technology Educational/Industrial Arts.
40	Trade and Industrial	The majority of the CTE credits were earned in the study of Trade and Industry.
60	Blend	CTE credits were earned in a blend of the other CTE concentrations.
ALL AREA OF CONCENTRATION CODES REQUIRE ZERO PADDING		

September 2012

Appendix O:
Post Grad Status

CODE	NAME	DEFINITION
01	Post-secondary Education or Training	After the student graduated from high school, they attended a post-secondary education program or additional training.
02	Employed	After the student graduated from high school, they became employed.
03	Unemployed	After the student graduated from high school, they became/remained unemployed.
04	Military	After the student graduated from high school, they joined the military.
05	Not Known	The student's status after graduating from high school is not known.
06	Other	The student's status after graduating from high school is something other than above options.
ALL POST GRAD STATUS CODES REQUIRE ZERO PADDING		

Achievement in Montana
Montana's State Student Information System

Montana Office of Public Instruction
Denise Juneau, State Superintendent
opi.mt.gov